

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE CHIEF ADMINISTRATIVE HEARING OFFICER**

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UNITED STATES OF AMERICA,)	
Complainant,)	8 U.S.C. § 1324a Proceeding
)	
v.)	OCAHO Case No. 98A00034
)	
MR. HAND WASH, INC.,)	Judge Robert L. Barton, Jr.
D/B/A UNIVERSAL CAR WASH CO.,)	
Respondent.)	
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FIRST PREHEARING ORDER

(February 11, 1998)

The parties are expected to confer, either in person or by telephone, concerning a joint procedural schedule and to file, not later than March 2, 1998, a PROPOSED PROCEDURAL SCHEDULE. A copy of the format for the Procedural Schedule is attached to this Order. If the parties cannot agree on a joint schedule, they shall submit separate proposed schedules by the due date, explaining why they were unable to agree on a joint schedule. Further, I expect that the parties will propose a hearing date that is not more than one year from the date of the filing of the complaint, unless the parties explicate reasons in their proposed schedule why unusual circumstances justify a longer prehearing schedule. The date proposed by the parties for the proposed prehearing conference must be not later than twenty days from the filing of the proposed procedural schedule.

Also, by March 2, 1998, Complainant shall file with my office a copy of the I-9 forms referenced in the complaint that are within its possession.

An original and two (2) copies of all pleadings, including attachments, shall be filed with this office. 28 C.F.R. § 68.6(a) (1996). All documents filed with this office, including but not limited to motions, other pleadings, briefs and memoranda, must be sequentially numbered or they will not be accepted for filing. The parties shall not file with the Judge any documents produced during discovery unless the documents are related to a pending motion or upon the order of the Administrative Law Judge. 28 C.F.R. § 68.6(b) (1996).

All requests for relief, including requests for an extension of time, shall be submitted in the form of a written motion, not a letter. A party should not move for an extension of time unless the movant has conferred or has attempted to confer with the opposing party to secure that party's agreement to the extension. If the non-moving party does not object to the extension, the motion shall so indicate. If the movant has attempted to confer, but has been unable to reach the opposing party or to secure the opposing party's agreement to the extension, the motion shall so indicate by relating the steps the movant took to communicate with the opposing party. Further, the motion for an extension of time shall be submitted prior to the due date and shall include a proposed order to be signed by the Judge.

If the parties settle this case, counsel for Complainant shall be responsible for submitting a written notice or motion pursuant to the requirements of 28 C.F.R. § 68.14 (1996).

ROBERT L. BARTON, JR.
ADMINISTRATIVE LAW JUDGE

CERTIFICATE OF SERVICE

I hereby certify that on this 11th day of February, 1998, I have served the foregoing First Prehearing Order on the following persons at the addresses shown, by first class mail, unless otherwise noted:

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Assistant District Counsel
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(Counsel for Complainant)

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(Hand Delivered)

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